

Insert Date]

[Installer's name]

[Address]

[City, State Zip]

Dear M[r/s. Surname]:

Recently, a representative of the [administrative authority] received information that you were involved, as the installer, with the installation, repair, or major modification of an onsite sewage system on a parcel of land located at [address] in [City], Missouri. County records indicate that the subject property is less than three acres in size. Missouri Laws for Onsite Systems require that, except for single-family residence lots greater than three acres, no person may construct or make a major modification or major repair to an onsite wastewater treatment system without making application to the administrative authority. Missouri Laws further require the construction, modification, or repair of an onsite system to comply with the state standards

An investigation was made concerning the above onsite sewage system. [Briefly describe the investigation with dates of investigation observations, date(s) or approximate date(s) of construction, and system components, if any, the investigation determined were not in compliance with the standards.]

The investigation found that installation [began/was completed] without a Missouri Department of Health and Senior Services (DHSS) construction permit, which is a violation of Missouri Law Sections 701.025-701.059, specifically [(include all that apply) 701.031, non-compliance with the requirements of DHSS rules; 701.046, failure to notify the administrative authority, complete an application and submit the established fee; 701.048, failure to comply with the state standard; 701.050, completion without providing notice (if installation has been completed); 701.052, failure to provide a performance bond or letter of credit (when required); 701.053 representing oneself as a registered onsite wastewater treatment system installer in Missouri when not a registered installer].

This notice of violation has been forwarded to the County Prosecuting Attorney's Office and the DHSS Onsite Sewage Program.

Respectfully,

[Name, Title]

[Administrative authority]

c. [County] County Prosecuting Attorney
DHSS Onsite Sewage Program